

Appendix A

Preliminary Digital Asset Management System Requirements

Tigard Definitions

Number	Definitions
1	Required.
2	Optional
3	Not Required

Vendor Response Code Definitions

Response Codes	Definitions
E – Existing	Requirement can be met by proposed existing software that is installed and operational at other sites and can be demonstrated to the City.
U – Under Development	Requirement can be met by package software that is currently under development, in Beta test, or not yet released.
M – Minor Modification	Requirement can be met by proposed minor modifications to existing software or use of software tools such as application report writer, query, etc.
C – Major Customization	Requirement can be met by major modifications to existing software or by new custom software programming.
R – Report Writer	Requirement could be met by the use of software tools, such as a report writer, query language or spreadsheet package.
X – Not Available	Requirement cannot be met.

Req #	Requirements	Tigard	Vendor Response
	Functional Requirements		
	Tools for End Users		
1	Searching	1	
2	Browsing	1	
3	Simple query interface available	1	
4	Simple browser interface available	1	
5	Query by title	1	
6	Query by creator	1	
7	Query by all collection items	1	
8	Query by all items in data store (Admin)	1	
9	Query by all items in data store (for end user)	1	
10	Query by key word	1	
11	Query by file size	1	
12	Query by file type	1	
13	Query by administrative or technical metadata fields	1	
14	Query by any description metadata fields	1	
15	Complex filtering allowed on queries	1	
16	Full text searching	1	
17	Find related items	2	
18	Find recommended items based on user history	2	
19	Search results sorted by date original material created	1	
20	Search results sorted by data object entered into system	1	
21	Search results by last date modified	1	
22	Search results by title	1	
23	Search results by author	1	
24	User available documentation on search methods and available metadata	1	
25	Ability to bulk-load files and apply standard tagging/metadata template	1	
26	Ability to configure system to display only minimal metadata	1	
27	Ability to see resolution as properties of image		
28	Ability to display complete descriptive metadata	1	
29	Ability to export metadata in standard formats for later reuse	1	
30	Notification for end users (e.g., email)	2	
31	Inventory complex object's contents as individual subsets	2	
32	Navigation and search available within complex objects	2	
33	Ability to flag images (e.g., if release form required)	1	
34	Ability to tag directly on images (e.g., photo credit)	1	
	End-User Interface:		
35	Allows for building of personal collections	2	

36	Ability for administrators to hide or turn off all end-user features for specific groups or users	1	
37	Personalization of interface by Administrator	1	
38	Personalization of interface by end-user	3	
39	Users can download object bit streams into local applications and systems, with limitable rights	3	
40	All descriptive metadata viewable to users	2	
41	Content viewable via the Web (installation of client software not necessary for users to view and download).	1	
42	Ability to setup content via the Web in 'public' open URL.	1	
43	Management of multiple collections with different discovery methods		
	Content Types:		
44	Multipart objects	2	
45	Support for audio, and video, textual, and image bitstreams and assets	1	
	Cataloging:		
46	Metadata creation for single item via a form	1	
47	Metadata creation via batch upload	1	
48	Ability to import existing metadata from images	2	
49	System supports standard metadata schemas	1	
50	Extensive to user other schemas as necessary	1	
51	Cataloging user interface customizable to user group needs	1	
52	Workflow: initial input of digital assets	1	
53	Workflow: Initial input of metadata	1	
54	Workflow: Modification of asset	1	
55	Workflow: Deletion of asset	1	
56	Workflow: Deletion of metadata	1	
57	Save draft copies of work in progress	2	
58	Workflow flexible and able to be used or disabled and tuned to specific needs	1	
59	Management of multiple collections with different workflows	1	
60	Configurable cataloging roles within collections	1	
	Interoperability		
61	Metadata export tools for administrators extract all metadata	1	
62	Metadata export in standard formats	1	
63	Object export tools for administrators	2	
	Backup and Sustainability		
64	Data verifiable tools	2	

65	Database-wide backup	1	
66	Record-segmented backup	2	
67	Version control for metadata	2	
68	Load testing reports available	2	
	Standards Compliance		
69	Supports preservation standards	1	
70	Rights Management	1	
71	Ability to limit display of an item based on rights policies and user attributes	1	
72	Ability to restrict access by username	1	
73	Ability to restrict access by IP	2	
74	Ability to restrict access by group	1	
	Reporting		
75	Usage reporting	1	
76	Cataloging reporting	2	
77	Browser reports for Web client access	2	
78	Configurable reports	2	
	Vendor/Documentation/Training		
79	Training in system available	1	
80	Documentation available	1	
	System Requirements		
81	Systems works with Active Directory	1	
82	Cataloging client is browser and platform agnostic	1	